
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
4105	MERLIN Creating Filters with Range and Exception Reporting	Effective Date: 08/28/2017
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**MERLIN Creating Filters with Range and Exception Reporting
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Exception Reporting

Exception reporting provides a powerful way to identify exceptional data in your report. Conditional formats tell Impromptu to look through data in selected report objects and format specific data that meet pre-defined conditions. For example, Projections over a specific dollar value can be highlighted in red. There are two parts to exception reporting: setting up the condition to analyze the data in the report and setting up the style to associate with that condition.

Your Action...	System Response...
<p>1. To create a custom conditional format on a value:</p> <p>Select the item. Select Conditional Formats... from the Format menu. Click Conditions... Click Add Custom Condition... Enter a name for this custom condition. Complete the Expression. Click OK and close the Conditions window. Select a style from the Change Style to: dropdown menu</p>	

Filtering to Retrieve a Range of Data

Data can be filtered to retrieve a specific range of data. For example, you can retrieve data within a range of Minor Object Codes. When prompts are created for a beginning and ending minor object code, a user will enter numbers. Because minor object codes are *strings* in the data warehouse, it will be necessary to convert them to *numbers* when creating the prompts.

Exercise 1

Modify the report you created in the last exercise by displaying in red the values greater than 3000 in the Projection column. Then add another prompt to filter the Minor Object Codes to a range. Your report and prompt should appear as shown below (Note: the actual data may not be identical).

Prompts

Please enter the four digit Budget Year.

Please choose the Accounting Month. (01=July)

Type the projected increase (Example: 10% as .10)

Type in teh Beginning Minor Object Code for the range selection

Type in the ending Minor Object Code for the range selection

Agriculture
Budget Year: 1997
Accounting Month: 07
Projected Increase: 0.1
Beginning Minor Object Code: 61000
Ending Minor Object Code: 62000
Project Grand Total: \$180,955.68

Major Obj Code	Minor Obj Code	Vendor Nbr	Vendor Name	Bud Exp	Projection
	61020	V99401MISC0	DEPT OF AGRICULTURE & COMMERCE	\$195.00	\$214.50
		V99401MISC0	DEPT OF AGRICULTURE & COMMERCE	\$155.00	\$170.50
		V9961436100	STATE TREASURER 3610 *	\$69.00	\$75.90
Minor Object Code Total:				\$419.00	\$460.90
	61110	V0000037780	US POSTMASTER	\$2,662.01	\$2,928.21
		V0000037780	US POSTMASTER	\$100.00	\$110.00
		V0000037780	US POSTMASTER	\$709.72	\$760.69
		V0000037780	US POSTMASTER	\$29,409.53	\$32,350.48
		V0000037780	US POSTMASTER	\$100.00	\$110.00
		V0000037780	US POSTMASTER	\$0.00	\$0.00
		V000016807J	JITNEY JUNGLE STORES OF AM INC	\$880.57	\$968.63
Minor Object Code Total:				\$33,861.83	\$37,248.01
	61121	V0000043420	BELLSOUTH - NEW ORLEANS	\$765.37	\$841.91
		V0000043420	BELLSOUTH - NEW ORLEANS	\$72.80	\$80.08
		V0000117620	MS STATE UNIV-TELECOMMUNICATN	\$129.00	\$141.90
		V0000123720	TDS TELECOM	\$81.36	\$89.50
		V0000582483	ALLTEL CORP - LITTLE ROCK	\$60.54	\$66.59
Minor Object Code Total:				\$1,109.07	\$1,219.98
	61122	V9960136010	STATE TREASURER 3601 *	\$1,891.20	\$2,080.32
		V9960136010	STATE TREASURER 3601 *	\$296.45	\$326.10
		V9960136010	STATE TREASURER 3601 *	\$352.20	\$387.47

Your Action...	System Response...
1. Open the Exercise 1 report you saved in the last chapter.	

Your Action...	System Response...
<p>2. Retrieve a report for:</p> <p>Budget Year = 1997 Accounting Month = 07 Projected increase = .10</p>	
<p>3. Create a Conditional format on the Projection column.</p> <p>Select a data item in the Projection column. Select Conditional Formats... from the Format menu. Click Conditions... Click Add Custom Condition... Type Good Projection in the Name field. Complete the Expression as follows: Projection < 25. Click OK to close the Condition Definition window. Click Add Custom Condition... Type Bad Projection in the Name field. Complete the Expression as follows: Projection>100. Click OK and Close the Conditions window. Highlight Good Projection in the Conditional Formats window. Select Good (color) from the Change Style to: list box. Highlight Bad Projection in the Conditional Formats window. Select Poor (color) from the Change Style to: list box. Click OK.</p>	
<p>4. Create a filter range for Minor Object Code.</p> <p>Open the Filter tab and double click and Click (Open the Report Columns folder and double click Minor Obj Code. Double click between. Double click Prompt Manager. Click New... Type Beginning Minor Object Code in the Name field. Type "Type in the beginning Minor Object code for the range selection". Click OK Click OK</p>	

Your Action...	System Response...
<p>Continued.</p> <p>Click and.</p> <p>Double click Prompt Manager.</p> <p>Click New...</p> <p>Type Ending Minor Object Code in the Name field.</p> <p>Type “Type in the ending Minor Object code for the range selection”</p> <p>Click OK</p> <p>Click OK</p> <p>Click)</p> <p>Click OK</p>	
<p>5. Test the new prompt.</p> <p>Budget Year = 1997</p> <p>Accounting Month = 07</p> <p>Projected increase = .15</p> <p>Beginning Minor Object Code = 61000</p> <p>Ending Minor Object Code = 62000</p>	
<p>6. Modify the title to include the beginning and ending Minor Object Code prompts.</p> <p>Highlight the title text frame and drag the frame to enlarge it</p> <p>Select More Objects... from the Insert menu</p> <p>Highlight Prompt variables in the Available Objects list</p> <p>Click Insert</p> <p>Select Beginning Minor Object Code from the Choose Report Prompt window</p> <p>Click OK</p> <p>Place the tip of the arrow at the end of the current title and click</p> <p>Modify the title that is inserted</p> <p>Repeat the above steps for Ending Minor Object Code</p>	
<p>7. Create Smart Summaries on the Bud Exp and Projection columns.</p> <p>Select the Bud Exp column</p> <p>Ctrl>Click the Projection column</p> <p>Click the Total Power button</p> <p>Create labels for Minor Obj Code Total and Grand Total</p>	

Your Action...	System Response...
<p>8. Include the Projection Grand Total in the title.</p> <p>Scroll to the bottom of the report and select the grand total value (Note the Status Line shows <i>Total (Projection) No. 1 [for Report]</i>) Select Data from the Insert menu Click in title at appropriate location Select total (Projection) No 1 (for Report) in the Query Data list Click Mark for Insertion Click OK</p>	
<p>9. To save the report as a spreadsheet file, the spreadsheet application must be installed.</p> <p>Click Save as in the File menu Select Excel with Format from the Save File as Type dropdown menu Enter a new name in the File Name field Select an appropriate directory</p>	
<p>10. Close the report.</p>	

Challenge 2 - Filter Ranges w/Exception Reporting

Modify the chall_5 report by removing the hard-coded agency name filter and adding a filter for beginning and ending Fund Number. Create a report beginning with Fund Number 2300 and ending with Fund Number 2399. Show any value greater than 500,000 in red.

Amount >= 3000
Budget Year: 1997
Accounting Month: 07
Beginning Fund Number: 2300
Ending Fund Number: 2399

Major Obj Code	Minor Obj Code	Allotment Period	Fund Number	Bud Exp
A1	60010	2	2382	407819.98
	60140	2	2382	55467.67
	60120	2	2382	45624.26
	60110	2	2382	61293.48
	60010	2	2382	215272.42
A1	60140	2	2372	150399.55
	60120	2	2372	137270.58
	60110	2	2372	176972.52
	60060	2	2372	3259.33
	60040	2	2372	118029.68
	60010	2	2372	1720510.65
	61998	2	2372	20296.12
B	61740	2	2372	3932.55
	61710	2	2372	6605.08
	61690	2	2372	6762.69
	61651	2	2372	3797.25
	61640	2	2372	5025.43
	61550	2	2372	11285.13
	61520	2	2372	16732.04
	61500	2	2372	57920.00
	61420	2	2372	7840.00
	61230	2	2372	14053.26
	61220	2	2372	22746.89
61210	2	2372	27580.03	
C	61121	2	2372	17084.66
	62470	2	2372	60080.46